

11662-1721

REQUEST FOR AUTHORIZATION OF OVERTIME AND HOLIDAY WORK

TO:

Comptroller

FROM:

Chief, Finance Division

ALLOTMENT SYMBOL

2263-1040-1000

PAY PERIOD

ESTIMATED NUMBER

BEGINNING

ENDING

HOURS

EMPLOYEES

12 November 1961

25 November 1961

11

1

JUSTIFICATION

INDICATE, CONCISELY BUT ADEQUATELY, PURPOSE FOR WHICH OVERTIME IS TO BE USED, TYPE OF PERSONNEL INVOLVED (e.g., clerical, professional) AND REASON WORK CANNOT BE ACCOMPLISHED WITHIN 40 HOUR WEEK. (Do not include Operational Detail)

An individual from the Comptroller's Office is working on an overtime basis with Project [] an "Eyes Only" Project.

25X1A6b

DATE

25X1A9a

TYPED NAME AND SIGNATURE OF SUPERVISOR (if applicable)

Requested by []

25X1A9a

CONCURRENCE (if applicable)

AUTHORIZATION

TYPED NAME AND SIGNATURE OF DIVISION CHIEF

TYPE

NG OFFIC

Deputy Chief
Finance Division

E. R. SAUNDERS, Comptroller

DATE CONCURRED

21 November 1961

DATE AUTHORIZED

27 NOV 1961

Approved For Release 2002/05/01 : CIA-RDP78-05747A000300040008-5

25X1A

To Nov 61

TO: FINANCE OFFICER

SUBJECT: Overtime Performed with WH/ [REDACTED], Quarters Eye)
during pay period 12 Nov. - 25 Nov. 61

STATINTL

Hours worked are as follows:

14 Nov. - 1730 - 2030 Hrs.	3
15 Nov. - 1730 - 2030 Hrs.	3
18 Nov. - 0945 - 1500 Hrs.	<u>5</u> (No lunch break taken)
TOTAL:	11

STATINTL

